

NASA INCENTIVE AWARDS BOARD

1. PURPOSE

This charter establishes the NASA Incentive Awards Board (IAB) and sets forth its functions, membership, meetings, duration, and records retention.

The IAB is established to provide advice, counsel, and recommendations for consideration and/or approval by the Administrator relating to broad policy issues and specific award cases, i.e., Agency-wide honorary recognition, nominations for external awards programs, and cash awards that exceed \$7,500 for superior accomplishments.

2. APPLICABILITY/SCOPE

This charter applies to NASA Headquarters and all NASA Centers, including Component Facilities.

3. AUTHORITY

- a. 5 U.S.C. 4501 et seq.
- b. 42 U.S.C. 2458, section 306 of the National Aeronautics and Space Act of 1958, as amended.
- c. 5 CFR Part 451.
- d. Executive Order 11438, dated December 3, 1968.

4. FUNCTIONS

- a. Advises the Administrator on policy issues and specific honor awards cases.
- b. Reviews the Agency honor awards and recognition processes for integrity, consistency, and anomalies.
- c. Designates the Chair of the expert panels that review award nominations in such areas as scientific and engineering achievement and equal employment opportunity.
- d. Provides Centers an opportunity to reclama to the Board any nomination for a NASA honor award when the Board has determined the nomination will not be recommended to the Administrator.
- e. Analyzes Agency honor awards nominations statistics and forwards an annual report to the Administrator.

5. MEMBERSHIP

The membership of the IAB includes the following:

- a. Associate Administrator for Institutions and Management, Chairperson.
- b. Assistant Administrator for Human Capital Management, Vice Chairperson.
- c. Assistant Administrator for Infrastructure and Administration.
- d. Assistant Administrator for Diversity and Equal Opportunity.

- e. General Counsel.
- f. Associate Administrator for Space Operations Mission Directorate.
- g. Chief, Safety and Mission Assurance Officer.
- h. Associate Administrator for Aeronautics Research Mission Directorate.
- i. Associate Administrator for Science Mission Directorate.
- j. Associate Administrator for Exploration Systems Mission Directorate.
- k. Director, Workforce Management and Development Division, Office of Human Capital Management, Executive Secretary.

Additional members may be appointed on an ad hoc basis at the Chair's discretion to augment the IAB composition. The IAB may appoint special technical advisors and/or panels comprised of NASA officials or employees to advise in the review of nominations for awards.

6. MEETINGS

The IAB shall meet at the call of the Chair.

7. DURATION

The IAB will remain in existence at the discretion of the Chair.

8. ASSESSMENT

The IAB will provide an annual report of accomplishments to the Administrator for assessment of performance.

9. RECORDS

The Office of Human Capital Management, Workforce Management and Development Division, is responsible for the maintenance of this charter and all other records associated with the IAB.